1941 [redacted] 0/41

Legal Department

C. BRANCH

Subject:— Standing Orders issued in 1941

Y 13/(E)

File No. S 0/41

Gen. 194 e.

21-C

C O N T E N T S.

Legal Department File Volume. S.O. of 1941

1941

Sr. No.	Compilation No.	Subject	Pages
	S.O./4/.	Standing orders issued in 1941.	
1.	Governor's Secy's office Circular 65. 30-12-1940 P.I.No. 2 Genl/3-1-40	Business of Provincial Government Transmission to Governor of information with respect to.	1
2.	[illegible] S.D. Circular [illegible] 1102 2.1941- P.I.No. 1541/13-2-41	Circulation of orders other than routine, issued by Departments of the Secretariat.	3-7
3.	G.A. S.D.Circular 996/34 dt. 12-5-41 P.I.No. 100-Genl. 13-5-41	Submission of cases to Advisers to His Excellency the Governor.	9
4.		Office order.	11-21
5.	G.A. P.A S.D. 3112/34 dt. 17-10-1941 P.I.No. 10106/31-10-41	Charge Reports - procedure to be followed by officers in submitting.	23
6	P.A S.D. Circular 1551/34 dt. 16-12-41 P.I.No. 11696/16-12-41	Government Servants' conduct Rules-Sending of Christmas and New Year cards by clerks	25 -26

S.A.K.
23-5
5 copies

Confidential.

Business of Provincial Government.

Transmission to Governor of information with respect to-

No. 65

Office of the Governor's Secretary.

Government House.

Bombay . 30th December 1940

CIRCULAR.

A number of unimportant cases are being marked for His Excellency on the ground that the orders are to be passed in His Excellency's individual judgment. Under the Proclamation issued by His Excellency the Governor under section 93 of the Government of India Act, 1935, the Governor has declared that all his functions under the Act shall be exercised by him in his discretion. The question of exercising individual judgment in the performance of any of his functions under the Act does not, therefore, arise. It is accordingly requested that during the section 93 administration such cases should, notwithstanding anything contained in Rule 9 of the Rules of Business, be submitted to His Excellency only if their intrinsic importance so requires .

By order of the Governor of Bombay.

Sd/-

for Secretary to the Governor of Bombay.

To

Sir Gilberti Miles, K.C.I.E., C.S.I., I.C.S.,
J.A. Madan, Esquire, C.S.I., C.I.E., I.C.S.,
H.F.Knight, Esquire, C.I.E., I.C.S.,
All Departments (except the Separate Department) of the Secretariat.

S.A.K.
<3-5
4 copies

Circulations of orders, other than routine, issued by Departments of the Secretariat.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 8677.
Bombay Castle, 11th February 1941.

GOVERNMENT CIRCULAR.

With reference to Government Circular, Political and Reforms Department, No.8677, dated the 5th January 1937, and Government Circular, Political and Services Department, No.8677, dated the 16th July 1938, and in partial modification of Government Circular, Political and Services Department, No.8677, dated the 30th November 1939, all Departments of the Secretariat are informed that it has been decided that the orders regarding the circulation by the Secretary in each Department of the orders issued by his Department during the preceding month to His Excellency the Governor, the Advisers and the Secretaries of other Departments, should be suspended during the period of operation of the Proclamation under section 93 of the Government of India Act 1935.

By order of the Governor of Bombay

Sd/-

for (C.F.S.Gellins),
Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat,

The Secretary to the Governor,

The Personal Assistants to the Advisers.

SNT/24.8.

E.I.No. 15-41
13-2-41

Submitted with pp. for information

The batch of orders at slip I will not now be circulated.

(Thr. A.P.D.F.)

Sd/-
14-2

Sd/-
15-2

Sd/-
15-2

Supdt. Sd/-
16-2

Sd/-
15-2

S.A.S. S.B.Palekar
15-2

Selr. Sd/-
17-2

A.I.I. Sd/-
24-2-41

D.S. Sd/-
25-2

Secy. P.M.Koos
26-2

S.A.K.
23-5
4 copies

It was usual to authorise the A.S. in Bombay to open all confidential packets received in the Dept. other than those addressed to the Secy by name when Govt. was in Poona. As this year, A. L. H. will be in Bombay, he may be authorised to open such packets.

Sd/-S.B.Pulekar.
30-5

A.H.H. Sd/-
30-5

D.S. Sd/-
30-5

Secy Sd/-
30-5

S.A.K.
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4 copies

CONFIDENTIAL. 100-Confl
s. 12-5-41

Submission of cases to Advisers to His Excellency the Governor.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 596/34.
Bombay Castle 12th May 1941.

C I R C U L A R.

The following instructions are issued regarding cases which have been submitted to His Excellency the Governor through the Advisers, namely:-

(i) cases in which His Excellency does not accept the advice tendered by an Adviser should be shown again to the Adviser;

(ii) cases in which the Advisers express different opinions and His Excellency accepts one or other opinion should be shown again th all the Advisers.

By order of the Governor of Bombay,

Sd/-
For (J.T.S.Collins),

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretaries to Government,

The Secretary to the Governor,

The Personal Assistants to the Advisers.

S.A.E.
23-5
4 copies

Submitted.

2. The Office order has been cyclostyled and the Original of the same is put up for favour of Secy's signature (pp. 37-45 post).

3. As directed by D.S. (p. 22 ante), a copy of the order will be kept on the table of each officer and a copy will be given to each Supdt. Three or four copies will also be kept in each Branch for the guidance of Asstts.

Sd/-
21-7-41

S. S. Sd/-
21-7

S.A.S. 1/-
-1-7

D.S. Sd/-
21-7

Secy PW.Mocs
21-7

S.A.K.
23-5
4 copies

Office Order.

1. Every effort should be made to dispose of the cases from the department within the following periods:-

A Branch	-Suit cases in which briefs have to be prepared	...6 weeks
	Opinion cases	...3 "
	All other cases	...2 "
B Branch	- Legislation and Rules cases	...4 "
	Opinion cases	...3 "
	Notifications and other cases	...2 "
C & D Branches	- All cases	...2 "

2. On every Saturday, a list of all cases pending in the department on the evening of the previous Friday for periods longer than those mentioned in paragraph 1 should be prepared and put up for perusal.

The list should be prepared in the form appended to this order.

The list should be marked very urgent. The list for each Branch should be prepared by the Searcher in the Branch and each member should give him information in writing in regard to cases dealt with by him and pending in the department for more than the period stated in para. 1. When Government is in Poona, separate lists should be prepared in Bombay in respect of cases dealt with by members of the staff in Bombay. The clerk in B. Branch in Poona should similarly prepare a list in respect of cases dealt with by members of the staff in Poona. The Bombay Office should sent its list to Poona after showing it to P.A., A.S. and A.L.R. As soon as it is received in Poona, the Camp Office should attach to it the Poona list and submit it for perusal to S.A., D.S. , AND R.L.A.

3. As far as possible the existing orders as regards the distribution of work between A and B Branches should be

S.A.K.
23-5
5 copies.

followed. Opinions under the Bombay Abkari Act and the Bombay Prize Competition Tax Act, however, may for the time being be dealt with in the B.Branch. Cases received in Poona which are very urgent and which it is necessary to dispose of as soon as possible may be dealt with in Poona in B.Branch although they may under the standing orders belong to A Branch.

4. The S.A.S. in respect of cases dealt with B.C and I Branches, the A.S. in respect of all cases dealt with in A Branch other than those relating to litigation and the P.A. in respect of all litigation cases shall be responsible for seeing that the cases are not unduly detained in the Office. The A.S. concerned and the P.A. should promptly bring to the notice of the Secretary or Deputy Secretary any undue delay in any case by any member in Office.

5. The A.S. concerned or the P.A. shall in respect of cases dealt with by them be responsible for marking cases urgent, very urgent or immediate, when they are received in the Branch.

6. No member of the staff shall keep any case with him for more than the period stated below without taking the permission in writing of the A.S. concerned or the P.A. -

Immediate case	.....	1 day
very urgent case	.....	2 days
Urgent case	.....	3 days.
Any other case	.....	7 days

Before granting such permission the A.S. concerned or P.A. may show any such case to A.L.R., D.S., or R.L.A.

7. The A.S. concerned and the P.A. may distribute and redistribute or take over to himself cases from time to time to avoid delay in the disposal of cases.

8. It is sometimes noticed that cases marked for and noted on in one Branch are subsequently sent for noting to another

Branch also, for instance those marked for A are sent for noting to B after they have been noted in A. This procedure causes a lot of unnecessary delay and should be avoided as far as possible. The two branches of each inter-tight compartment and unless there is any particular difficulty cases should not be sent from one Branch to another Branch for noting. In some cases received in N.D., N.H.Q. is asked not only to give his advice as to action on a particular question, but also to draft a suitable amendment or to revise a rule or a notification. Each of these cases as involve very little or simple drafting should be dealt with as freely in "A" while all other such cases should be dealt with entirely in "B". In any case in which a member is doubtful whether the case belongs to his Branch, he should as soon as possible after it is received by him take it to the A.S. of his Branch and take his orders before acting. If the A.S. is of the opinion that the case should more appropriately be dealt with in the other Branch, he should bring the fact to the notice of the A.S. of the other Branch.

2. In order that the members in A may be in touch with the opinions given in B. and vice versa, in every case when the final reply is typed a spare copy should be taken out which should be circulated to all such members of both A and B Branches.

This procedure should not however be followed in cases in which the reply gives no indication of the points decided by N.H.Q., e.g. when the reply is:-

"The draft notification is in order", or "The view taken by N.D. is correct", or "Seen and returned" etc.

3. When any member takes casual leave, in the case of C. and D Branches the Superintendent of the Branch and in the case of A and B Branches the A.S. concerned or the P.A. shall arrange for the disposal of urgent cases on his table, when

S.A.K.
23-5
4 copies

the P.A. is on casual leave the A.S. in charge of A Branch shall attend to urgent work on his table. When any of the A.S.s is on casual leave cases, which it is not desirable to keep pending till his return, shall be submitted direct to A.L.R. or D.S. as the case may be. Similarly, when the A.L.R. or D.S. is on casual leave, such cases may be submitted direct to the R.L.A.

Sd/- [illegible]

Secretary to the Government of Bombay,
Legal Department.

21st July 1941.

Sd/-
21-7-41

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FORM
(Para. 2 .)

File No.&	Date of receipt in the department.	Subject to which the case relates.	Name of the Assistant or Superintendent dealing with the case.	Date of submission to P.A., A.S., or S.A.S.	Date of submission to ~~C.I.A.~~ A.C.R	Date of submission to D.S.	Date of Submission to R.L.A.	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	

S.A.S.
23-5
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Charge Reports.
Procedure to be followed by officers in submitting ——.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Resolution No. 5112/34.

Bombay Castle, 17th October 1941.

Read Government Resolution, General Department, No. 2009, dated the 10th April 1905.

Letter from the Accountant General, Bombay, No.G.A.I./921, dated the 21st June 1941:-

"I have the honour to invite a reference to rule 71 of the Police manual, Volume I, which embodies the orders issued in Government Resolution General Department, No.2009, dated 10th April 1905, viz., that charge reports of Gazetted Officers other than Inspectors of Police and Police Prosecutors above the efficiency bar, should be submitted to Government through the Accountant General, and to state that as the charge reports are occassionally required for reference in this office, I would request that Government will kindly issue orders, in partial modification of the resolution referred to above, that the original charge reports should be sent direct to the Accountant General, Bombay, copies thereof being forwarded to Government in the Home Department at the same time."

Memorandum from the Accountant General, Bombay, No. G.A.I. 1290, dated the 19th August 1941 :-

2 * * * * * * * * * *

"2. There is no objection to general orders being issued on the lines proposed by this office making them applicable to the Gazetted Officers of all Departments of Government. It is, however, for Government to consider whether copies of charge reports of all the Gazetted Officers are required by them."

Memorandum from the Home Department, No. X/9304/A, dated the 28th August 1941 :- Transferring the above.

RESOLUTION.—In modification of the orders contained in Government Resolution, General Department, No. 2009, dated the 10th April 1905, Government is pleased to direct that original charge reports of gazetted officers should be sent direct to the Accountant General, Bombay, and that copies of the reports should be sent to Government.

By order of the Governor of Bombay,

V.H.VACHHRAJANI,
for Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Accountant General, Bombay.
The Municipal Commissioner for the City of Bombay,
All Departments of the Secretariat,
All Heads of Offices under the several Departments of the Secretariat,
The Secretary to the Governor,
The Prothonotary and Senior Master, High Court, Bombay,
The Registrar, High Court, Appellate Side, Bombay.

Printed as an accompaniment to this Resolution

By letter.

L.P. & S.H. 25

No. of 1941.

Copy forwarded for information and guidance to

2

Accompaniment to Government Resolution, Political and Service Department. No. 5112/34, dated the 17th October 1941.

Official charge of Departments.

Procedure to be followed by officers in submitting reports of ——.

GENERAL DEPARTMENT.

Bombay Castle, 10th April 1905.

No. 2009.

RESOLUTION OF GOVERNMENT.

It has been brought to the notice of Government that the procedure hitherto followed by gazetted officers in submitting charge reports is not uniform. Some officers submit charge reports to Government direct; others send them through the Accountant General; and some send separate reports to Government and to the Accountant General. When reports are sent [illegible] direct to Government, unnecessary trouble results in the Secretariat. His Excellency the Governor in Council is therefore pleased to direct that in future charge reports of gazetted officers should be submitted to Government through the Accountant General in a joint letter signed by both officers concerned on the printed form which can be obtained at the Government Central Press.

(Sd). .....

Acting Secretary to Government.

To

All Departments of the Secretariat,
All Heads of Offices under the Revenue, Financial, Political, Judicial, General, Educational, Marine and Ecclesiastical Departments.
The Municipal Commissioner for the City of Bombay,
The Chairman, City of Bombay Improvement Trust,
The Director, Plague Research Laboratory,
The Superintendent, Government Central Press.
The Private Secretary to His Excellency the Governor,
The Accountant General,
The Mint Master, Bombay,
The Assay Master, Bombay Mint,
The Commissioner of Paper Currency.
The Post Master General, Bombay,
The Administrator General,
*The Registrar of His Majesty's High Court of Judicature, Appellate Side, Bombay,
*The Prothonotary and Registrar of His Majesty's High Court of Judicature, Original Side, Bombay.

*By letter No. 2010, dated the 10th April 1905.

R.I.No.10106 / 31-10-41.
Noted and Submitted for information with an index card. Necessary note has also been taken on the G.R. referred to. file in S.D. 1941.
Sd/-
Supdt. Sd/-

Government Servants' Conduct Rules.
Sending of Christmas and New Year cards by clerks and Subordinate officials to their superior officers and to high officials of Government.

Government of Bombay.
Political and Services Department.
Circular No. 1561/34.
Bombay Castle, 16th December 1941.

C I R C U L A R.

The attention of all Heads of Departments and offices under the several Departments of the Secretariat is - invited to Government Circular, Political and Services Department, no. 1561/34, dated the 24th October 1940, and they are requested to bring to the notice of all concerned the instructions that clerks and subordinate officials should not sent Christmas and New Year cards to their superior officers and high officials of Government.

By order of the Governor of Bombay.

W.F.S.Collins.

Chief Secretary to the Government of Bombay.
Political and Services Department.

To

The Secretary to the Governor.
The Director of Information (with a request that a Press Note should be issued immediately).

All other Heads of Departments and Offices under the Several Departments of the Secretariat.

All Departments of the Secretariat.

S.A.K.
23-5
4 copies